To all Erasmus+ Partner Universities

Application Procedures for Incoming Erasmus Students at Sapienza University

Dear Colleagues,

with reference to the *Erasmus+ programme – KA1 International Credit Mobility between Programme and Partner countries*, please find below Sapienza’s application procedures for incoming students (I semester 2016/2017) and incoming staff for the academic year 2016/2017 (I semester 2016/2017 or II semester 2016/2017 maximum stay allowed till 31st May 2017).

# APPLICATION PROCEDURES

## 1.1. PRE-SELECTION OF STUDENTS

As stated in the “Quick reference guide for selected higher education institutions in Partner Countries/ Erasmus+ International Credit Mobility” issued by the European Commission, **the sending institution is responsible for selecting participants** and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognizing the mobility period. The selection criteria for participants should be defined by the sending higher education institution, in agreement with the receiving institution. The first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students/staff from less advantaged socio-economic backgrounds. Information on the mobility opportunities available and the selection procedure should be made public. The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented and should be made available to all parties involved in the selection process. Erasmus+ also encourages the participation of students and staff with special needs.

When selecting your outgoing students, please bear Sapienza’s requirements in mind, as specified in the infosheet and inter-institutional agreement.

In particular, as far as **language knowledge** is concerned, Sapienza will accept students with either:

1. an **intermediate level of Italian language** (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages) – **compulsory for students wishing to attend Italian- taught courses.**

Students can demonstrate their level of Italian with an official certificate (CILS - *Certificazione di Italiano come Lingua Straniera,* CELI *- Certificazione Italiano generale,* PLIDA *- Progetto Lingua Italiana Dante Alighieri,* IT *- Certificato di competenza generale in italiano come lingua straniera*, CITA/TELC The European Language certificates and UNIcert) or alternative qualifications (i.e. certificate issued by the Home University, language centres/schools, etc.). The results of the test and/or the certificate can be sent even after the application deadline, i.e. before the students’ arrival (**by August, 30th 2016** for students coming in the 1st semester of 2016/2017): further information will be sent to the students directly.

*OR*

1. **an intermediate level of English** (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages) only for:

* students who wish to attend English taught modules or pick courses from any of Sapienza’s English taught degrees: http://en.uniroma1.it/study-us/graduate/english-taught-courses
* students coming for their final research project or for training work, whose tutor accepts English as working language.

Students can demonstrate their level of English with an official certificate (TOEFL, IELTS, Cambridge) or alternative qualifications (i.e. certificate issued by the Home University, language centres/schools, etc.). The results of the test and/or the certificate can be sent even after the application deadline, i.e. before the students’ arrival (**by August, 30th 2016** for students coming in the 1st semester of 2016/2017). Further information will be sent to the students directly.

## 1.2. NOMINATION OF STUDENTS

Once the selection by the sending institution has been completed, each partner university (= sending institution) should send Sapienza the list of nominated students/staff (max. 3 participants per position available per study cycle) using the following [online form](https://docs.google.com/a/uniroma1.it/forms/d/1B7AKUQFQ6AQuqZAy7NXxcFDbVEHqGPXg9S1qc4NWxIk/viewform?usp=send_form).

Should the form not be accessible from your country, you can send the list via email ([erasmusworld@uniroma1.it](mailto:erasmusworld@uniroma1.it)), including the following details for all nominated students/staff:

1. Name and country of sending institution
2. Level of study
3. Family name
4. First name
5. Gender
6. One valid e-mail address
7. Receiving Faculty at *Sapienza* University (list of Faculties available at <http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmusplus/area-gestione/raef>)
8. Period of stay (1st semester, 2nd semester, full academic year)
9. Duration of stay (in months)

**Deadlines for sending the list of nominated students:**

* **April 15th, 2016** for the 1st semester of 2016/2017 (starting in September 2016)

# 2. ON LINE APPLICATION FORM

## 2.1. SAPIENZA’S APPLICATION FORM FOR INTERNATIONAL STUDENTS/STAFF

The nominated (=pre-selected) students/staff whose contact details you have sent us, will receive by e-mail a login code to Sapienza’s international students/staff on-line application form.

The application page will be active for 3 weeks: students and staff, therefore, have 21 days from the receipt of Sapienza’s email to fill in their on line application form.

The documents the nominated (=pre-selected) candidates will need to upload on our online system are:

1. 1st level or undergraduate/Bachelor and 2nd level/Master students

* Curriculum Vitae
* Motivation letter
* Transcript of records
* Learning agreement with detailed list of courses he/she would like to attend in Sapienza among the academic offer enclosed to this e-mail

B. 3rd level/PhD candidates

* Curriculum Vitae
* Exact indication of PhD course of interest among the [PhD offer](http://en.uniroma1.it/research/phd/list-courses) provided
* Motivation letter + Research topic/research description
* List of publications
* Letter of endorsement by academic staff.

C. staff

* Curriculum Vitae
* Motivation letter
* List of publications

Once the application form has been filled in and the requested documents have been uploaded, Sapienza’s Erasmus+ Team will forward the applications to the relevant Faculties’ academic boards for the final selection. Such Faculties’ boards are in charge of assessing the applicants’ documents and the fulfillment of Sapienza’s requirements and will select the best candidates according both to the agreed selection criteria and to the available funding.

## 2.2. FINAL SELECTION OF STUDENTS

Sapienza will e-mail the outcomes of the evaluation of the candidatures to the relevant staff of the sending institutions. The selected, reserve and non-selected students/staff will be informed via email about the final selection results in due time.

A copy of the signed and stamped Learning Agreement should be uploaded on the student’s personal page (<http://151.100.101.75/ppincoming/login.aspx>) by:

* **July 15th, 2016** for the 1st semester of 2016/2017 (starting in September 2016)

Students will find detailed information about their Erasmus+ period at *Sapienza* University by downloading the *Guide for Incoming Students* at the following link: <http://en.uniroma1.it/sites/sitoen/files/allegati/InternationalES_rev11.pdf>

# 3. ENROLMENT IN ITALIAN LANGUAGE COURSES

A semester-long Italian language course will be offered to all selected Erasmus+ students.

In order to enroll in *Sapienza* Italian language courses, incoming Erasmus students have to fill in the proper section of the on-line application form and take a placement test at their arrival: further information will be sent to students directly.

# 4. ACADEMIC OFFER & CALENDAR

## 4.1 ACADEMIC OFFER 2016-2017

Erasmus+ incoming students may apply for any Faculty and course offered at Sapienza University of Rome (both Italian and English-taught). Bachelor students may choose modules taught at Master level, prior to Sapienza’s Erasmus+ Academic Committee assessment and evaluation. Erasmus+ incoming staff may apply for any Faculty of Sapienza.

Sapienza’s full academic offer is available at the following link (dynamic search tool): <http://corsidilaurea.uniroma1.it/>

Alternatively, students can consult the attached PDF files (Annex 1 and Annex 2) which list the academic offer per Faculty and course of study both for the courses taught in Italian and the ones taught in English. International students may find it easier to consult the PDF version of the academic offer. Please, bear in mind that the new academic offer for the year 2016-2017 will be available only in July 2016, but there are usually very slight changes from one year to the other. So, please, consult both annexes even though referring to the previous academic year.

## 4.1 ACADEMIC CALENDAR 2016-2017

The academic year 2016/2017 officially starts on October 1st and ends on October 31st of the following year (<http://www.uniroma1.it/ateneo/governo/normativa-e-documenti/calendario-anno-accademico>). However, the teaching schedule varies from faculty to faculty: students are strongly suggested to request the specific academic calendar to the administrative office of their receiving faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmusplus/area-gestione/raef>). The academic calendar will be available only in September 2016.

The 1st semester of the academic year 2016/2017 will end on the 20th of December. Examinations are usually held in January and February. Special exams sessions may be organized for students having to leave Sapienza prior to the official end of the semester, but these are very rare cases and have to be agreed upon before the starting of classes.

In order to gather information on programmes (timetables, exams, syllabus, etc.) we suggest that students to visit the faculty’s webpage under “Didattica” (<http://www.uniroma1.it/facolta/default.php>) or the English website (<http://en.uniroma1.it/>).

# 5. FURTHER INFORMATION

For further questions, doubts or students/staff’s withdrawals, please contact the Erasmus+ Team at [erasmusworld@uniroma1.it](mailto:erasmusworld@uniroma1.it).

Finally, should you be interested in supporting a higher number of your outgoing students towards Sapienza, please, inform the Erasmus+ team when sending the list of nominated students. Sapienza can host a larger number of students if compared to the scholarships available. In such cases, extra students can come to Sapienza as zero EU grant, namely they are not due to pay fees to Sapienza, but they do not receive any E+ ICM scholarship.

We would like to take this opportunity to wish you a very successful academic year and we look forward to welcoming your students.

Should you have further questions, please do not hesitate to contact us at: [erasmusworld@uniroma1.it](mailto:erasmusworld@uniroma1.it)

Yours sincerely,

Head of the International Office

Dr Antonella Cammisa